

Message Text

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ORIGIN SS-14

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FM SECSTATE WASHDC

TO AMEMBASSY MOSCOW IMMEDIATE

C O N F I D E N T I A L STATE 056464

LIMDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING SUNDAY, MARCH 24, ABOARD SPECIAL MILITARY AIRCRAFT WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

ALL MEMBERS OF PARTY AND CREW HAVE SOVIET VISAS. PARTY HAS ALL NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES.

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3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

A. AS NOTED SEPTEL, WE HAVE ASKED SOVIETS TO HOUSE SECRETARY AND MEMBERS OF HIS PARTY AT ZAVIDOVO. ACCOMODATIONS AND OFFICE ARRANGEMENTS AT ZAVIDOVO OUTLINED IN NOTE GIVEN TO SOVIETS HERE. EMBASSY IS TO TAKE NO ACTION ON THE REQUIREMENTS OUTLINED IN THAT NOTE EXCEPT TO ASCERTAIN AND ADVISE IMMEDIATELY ELECTRICAL CURRENT CHARACTERISTICS AT ZAVIDOVO (VOLTAGE AND CYCLES).

B. REMAINDER OF PARTY SHOULD BE QUARTERED IN ONE

CENTRALLY LOCATED HOTEL IN MOSCOW. PRESENT REQUIREMENTS ARE FOR FOUR DOUBLES AND TWENTY-ONE SINGLES. TWO DOUBLES EACH ARE REQUIRED FOR THE FOLLOWING:

(1) VISITORS CONTROL ROOM - TWO CONNECTING DOUBLE ROOMS.

REMOVE BEDS AND SET UP WITH:

(A) TABLE FOR ACCOMMODATION EXCHANGE FOR THE DURATION OF THE VISIT (PRE-PACKAGED MONEY IS RECOMMENDED). EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM. CONFIDENTIAL

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(B) TABLE FOR LOCAL MAPS, TOURIST BOOKLETS, AND INFORMATION SHEETS.

(C) WORK TABLE FOR THE CONTROL ROOM OFFICER, AND ONE ELECTRIC AND ONE MANUAL TYPEWRITER IN GOOD WORKING ORDER. A LARGE BULLETIN BOARD EITHER WALL MOUNTED OR ON AN

EASEL SHOULD BE AVAILABLE FOR POSTING NOTICES, INFORMATION, ETC., FOR THE PARTY.

(D) CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE, BUT NO BAR FACILITIES SHOULD BE PROVIDED.

(E) FOREIGN SERVICE LOCALS SHOULD ASSIST IN THE OPERATION OF THE CONTROL ROOM ,AS THERE WILL BE NO OPEN STORAGE OF CLASSIFIED MATERIAL.

(2) PRESS ROOM AND FACILITIES - TWO CONNECTING DOUBLE ROOMS

(A) NEWSMEN LISTED IN NOTE TO SOVIETS SHOULD BE HOUSED IN SINGLES IN SAME HOTEL AS PARTY IN MOSCOW. TRANSPORT TO AND FROM OFFICIAL FUNCTIONS SHOULD BE PROVIDED. SMALL BUS WILL SUFFICE.

(B) ARRANGE ACCESS TO FASTEST AND MOST CONVENIENT TELEX AND BROADCAST FACILITIES, AND ARRANGEMENTS USE OF CREDIT CARDS, AND PROVIDE INFO ON COMMERCIAL FLIGHTS FOR TRANSMITTING FILM BACK TO U.S. FOR DURATION OF VISIT.

(C) PROVIDE NEWSMEN USIS WIRELESS FILE AND/OR COMMERCIAL NEWS AGENCY COPY IF AVAILABLE TO POSTS TO KEEP UP TO DATE ON DEVELOPMENTS AROUND WORLD.

(D) WHERE APPROPRIATE, PROVIDE CURRENT AND RELEVANT BACKGROUND MATERIAL.

(E) NEWSMEN SHOULD BE AFFORDED AMPLE TIME FOR WRITING CONFIDENTIAL

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AND FILING.

(F) DEPARTMENT PRESS SPOKESMAN WOULD LIKE FULL-TIME ASSISTANCE OF ONE OFFICER, PREFERABLY INFO OFFICER, DURING ENTIRE LENGTH OF STAY AT POSTS.

C. S/S OFFICE (FOR USE OF EXECUTIVE SECRETARIAT STAFF). S/S NEEDS TWO CONNECTING OFFICES IN EMBASSY. THEY SHOULD BE SET UP WITH:

(1) THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

(2) TELEPHONES - A MINIMUM OF THREE - ONE FOR EACH

DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A

SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD.

(3) NORMAL OFFICE SUPPLIES AND FORMS.

(4) ONE CONFERENCE TYPE TABLE.

(5) ONE BEST AVAILABLE COPY MACHINE -
ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF
THE MACHINE AND/OR A BACKUP MACHINE.

(6) TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

(7) THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE
ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC
UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

(8) S/S OFFICE WILL REQUIRE 24-HOUR MARINE SECURITY
GUARD COVERAGE FOR OPEN STORAGE OF CLASSIFIED MATERIAL
PLEASE ADVISE BUREAU OF ANY TDY MSG REQUIREMENTS.

(9) S/S WOULD APPRECIATE SLEEPING FACILITIES IN
CHANCERY IN CASE IF NOT POSSIBLE FOR THEM TO RETURN
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TO HOTEL ROOMS.

D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY WHO
WILL REMAIN IN MOSCOW, POST SHOULD ASSIGN THOSE
MEMBERS TO ROOMS AND CABLE THIS INFORMATION TOGETHER
WITH ROOM NUMBERS OF OFFICES IN HOTEL AND EMBASSY
TO DEPARTMENT (S/S-EX).

E. KEYS SHOULD BE IN VISITORS CONTROL ROOM FOR
PICK UP.

F. CREW ACCOMMODATION - SOVIETS HAVE BEEN
REQUESTED TO PROVIDE ACCOMMODATIONS FOR AIRCRAFT CREW.

5. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS

ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR
REST OF PARTY:

(1) ONE VEHICLE WITH DRIVER FOR SECRETARIAT

STAFF (S/S);

(2) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS;

(3) ONE VEHICLE WITH DRIVER FOR WHCA
PERSONNEL.

(4) TWO VEHICLES WITH DRIVERS FOR MESSENGER/
COURIERS (SEE PARAGRAPH 7D).

B. ASSIGNED VEHICLES MAY NOT BE USED FOR OTHER
PURPOSES WITHOUT THE EXPRESS PERMISSION OF ASSIGNEES.

C. WILL HOST GOVERNMENT PROVIDE ANY LOCAL
TRANSPORTATION? IF SO, WHAT?

D. POST SHOULD FURNISH AT EARLIEST
E E E E E E E

Message Attributes

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Concepts: n/a
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Copy: SINGLE
Draft Date: 21 MAR 1974
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Disposition Approved on Date:
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Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
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Disposition Reason:
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Document Number: 1974STATE056464
Document Source: CORE
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Enclosure: n/a
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Errors: N/A
Film Number: D740059-0353
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Handling Restrictions: n/a
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